Easy Dine

Administrator

Module

- User Manual -

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REVISION HISTORY

Version	Application As On	Approver Name
Version 1	3rd February 2015	Divya Sharad

Easy Dine – Administrator Module

Introduction

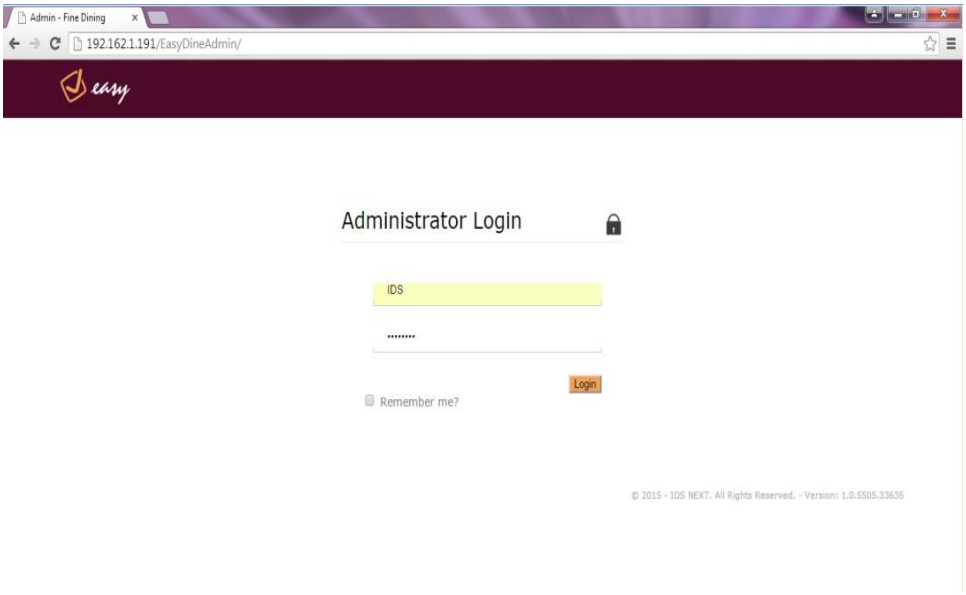
The User Manual contains all essential information for the supervisor to make full use of the Easy Dine Administrator Module. This manual provides a systematic procedure on how to make changes in displaying the data in the existing app.

The display changes in the app are based either on its content (data) or in beautifying its appearance. The client requirement is the basis for all these changes.

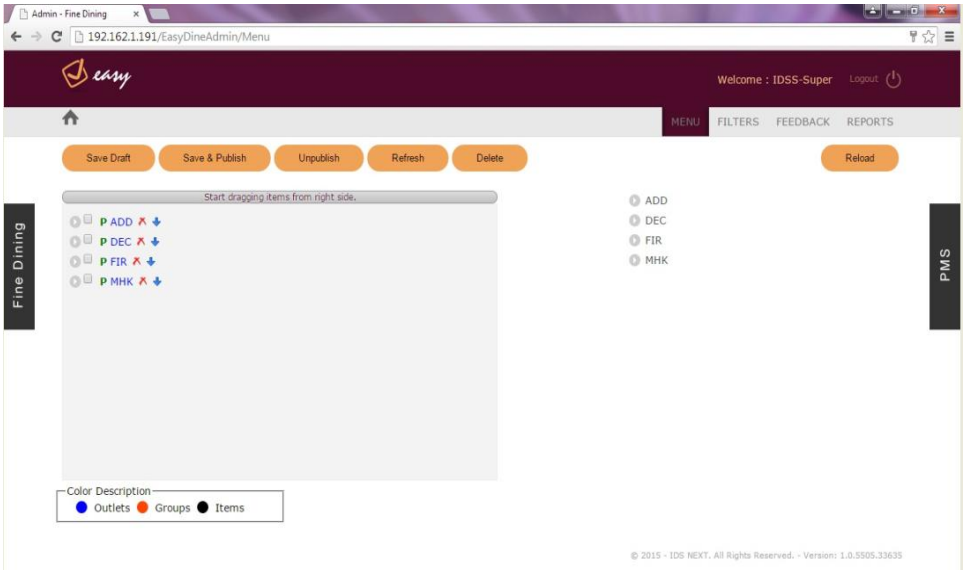
Administrator Login

Please note that the **Supervisor** does the **Login** operation.

Provide the specified path in the address bar to enter the **Administrator Login** screen.
This displays the following screen.


Admin - Fine Dining
192.162.1.191/EasyDineAdmin/
easy
Administrator Login
IDS
Login
Remember me?
© 2015 - IDS NEXT. All Rights Reserved. - Version: 1.0.5505.33635

Enter the login credentials (**User Name** and **Password)** and click the **Login** button to view the **Home** screen.



The menu bar in the **Home** screen consists of four menu items. They are:

- Menu
- Filters
- Feedback
- Reports

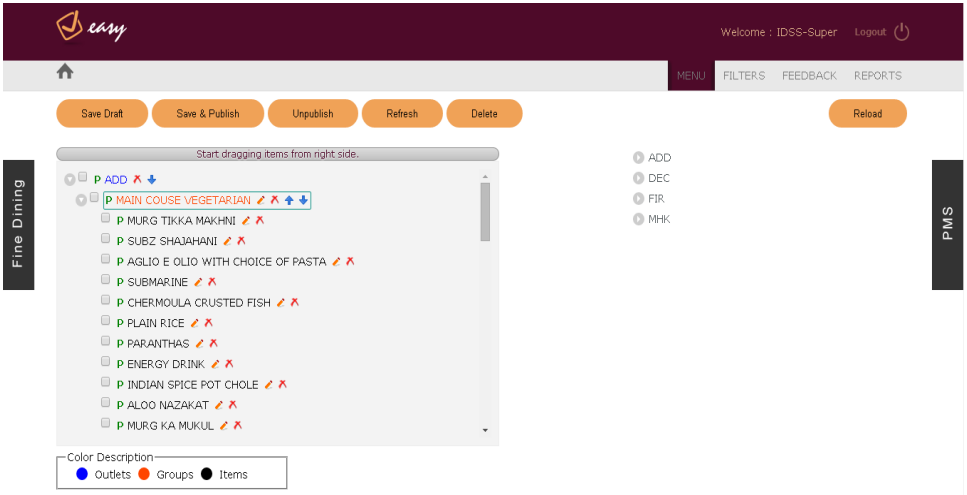
Menu

The **Menu** screen opens by default once you click the button.

The **Menu** screen has two divisions – Fine Dining (App) and PMS.

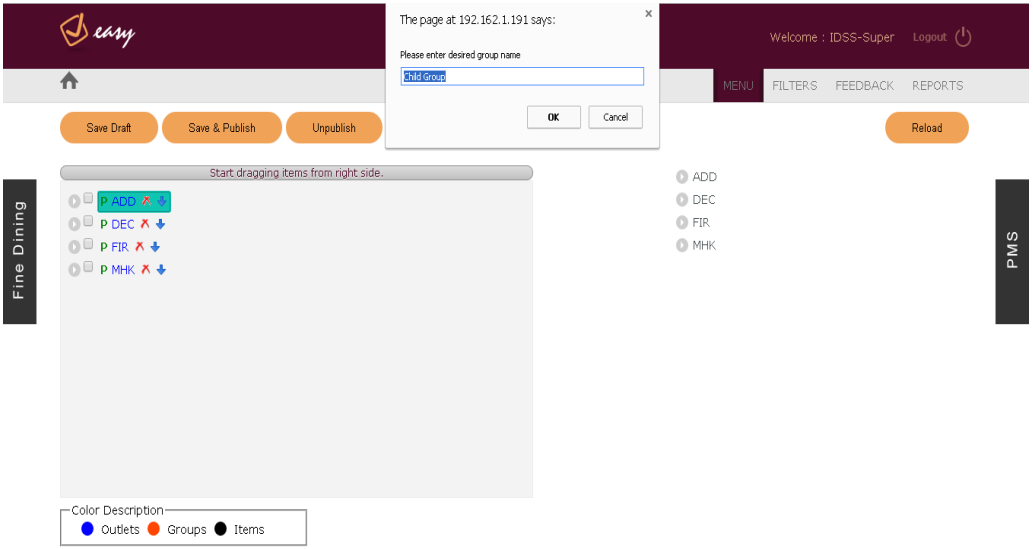
The Fine Dining part consists of **Outlets**, **Groups** (based on the outlets), and **Items** (based on the groups).
Hence, an Outlet is the parent of a Group, Group is the parent of an Item or vice versa.

Click the button beside the Outlet name to view the Group list.
Click the button beside the Group name to view the Item list.

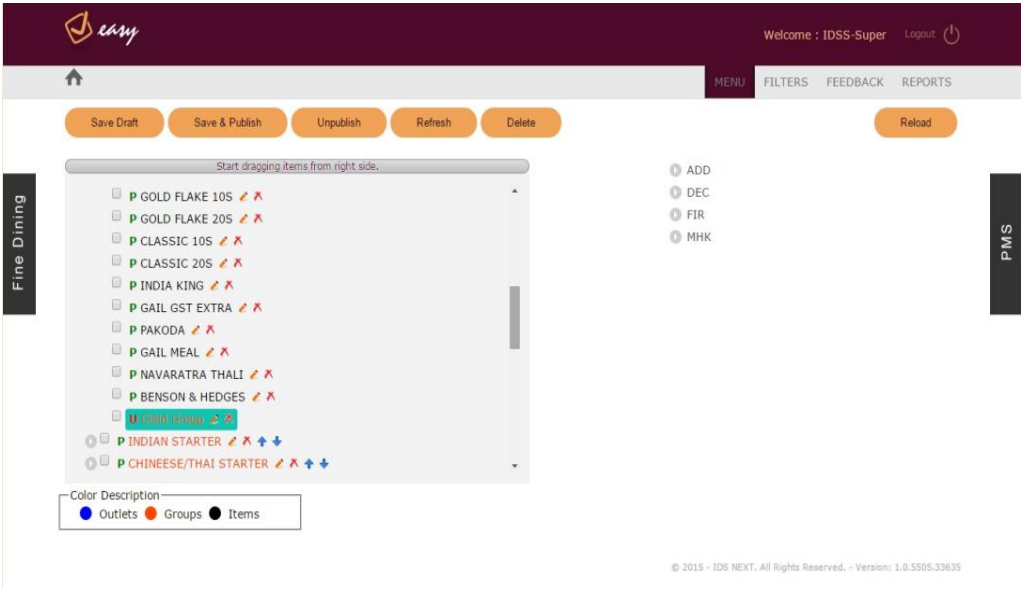


Note:
The Outlets, Groups, and Items are provided with color legends in order to differentiate them.

To add a Child group (node), click the button found next to the Outlet.
A pop up screen appears as shown below.

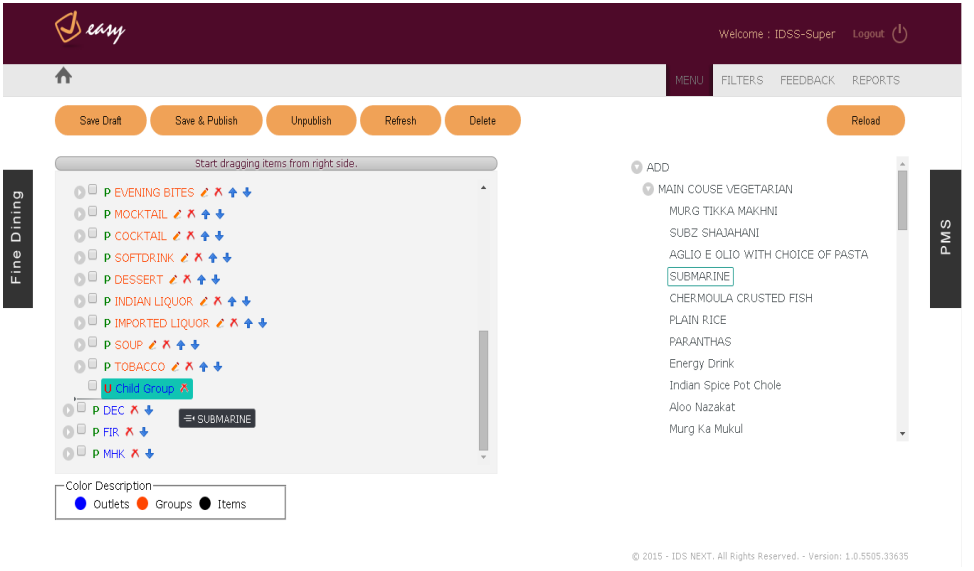


Enter the desired group name and click **OK**.
You can see the confirmation message that a new group is added to the group list. Scroll down to view the added group.



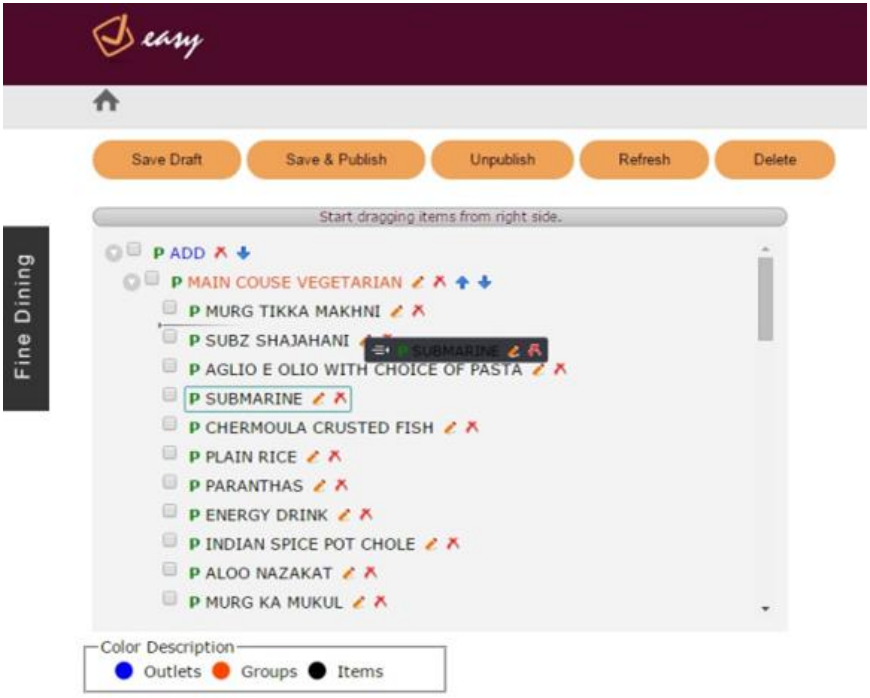
Note:
Click the button to add a Parent node for a group / item.

You can add menu items from the PMS item list to the Fine dining (App) item list.
To do this, drag an item from the PMS item list and drop it to the Fine dining item list as shown in the figure below.
A line indication represents the place to drop the selected item.



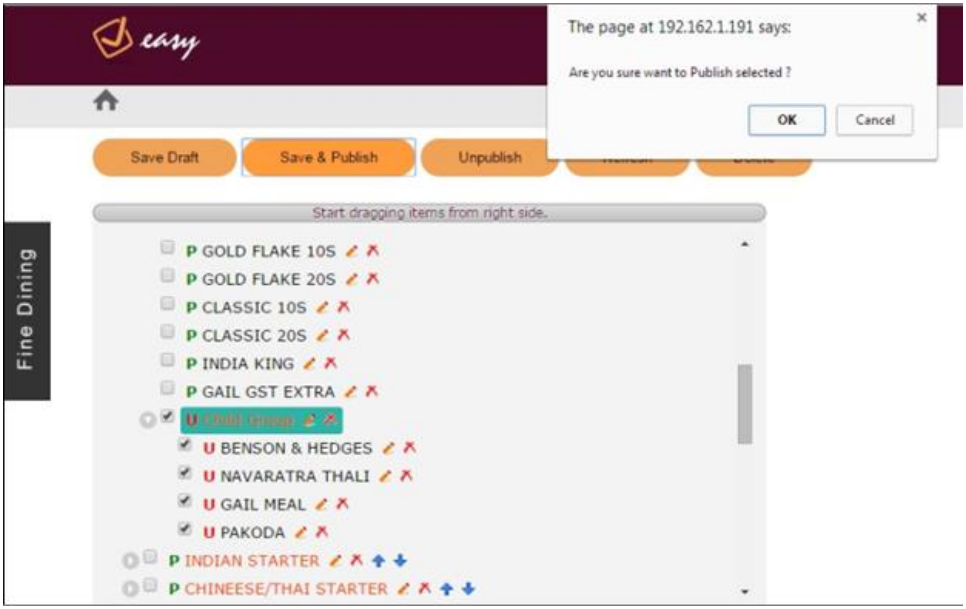
Note:
You are allowed to drag and drop an outlet from the PMS to the App.

You can change the item order in a group by dragging and dropping an item from one place to another in the same group.
The same is shown in the figure below.

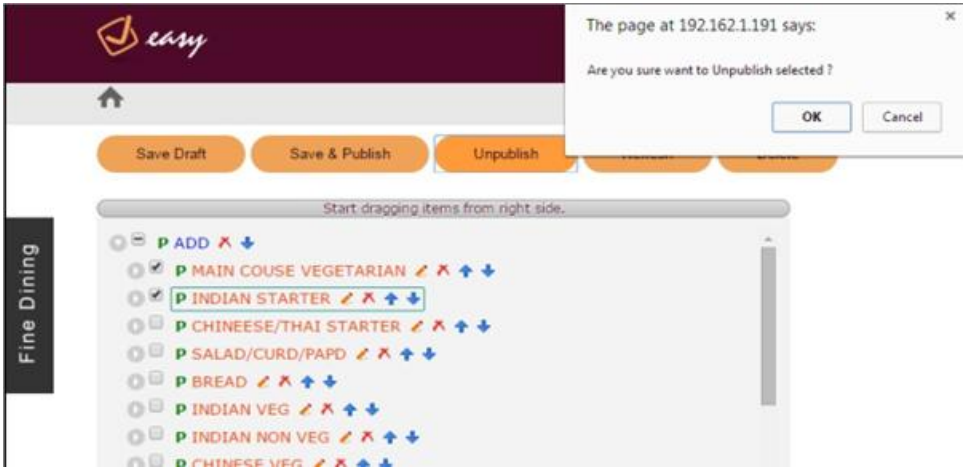


Note:
While sorting the contents in the App, you should not drag the outlets from one place to another as it is prohibited.

To publish the newly added group, select the check box of the new group and click the **Save & Publish** button.
A pop up window appears asking for confirmation to publish the selected group.
Click **OK** to publish the selected group.

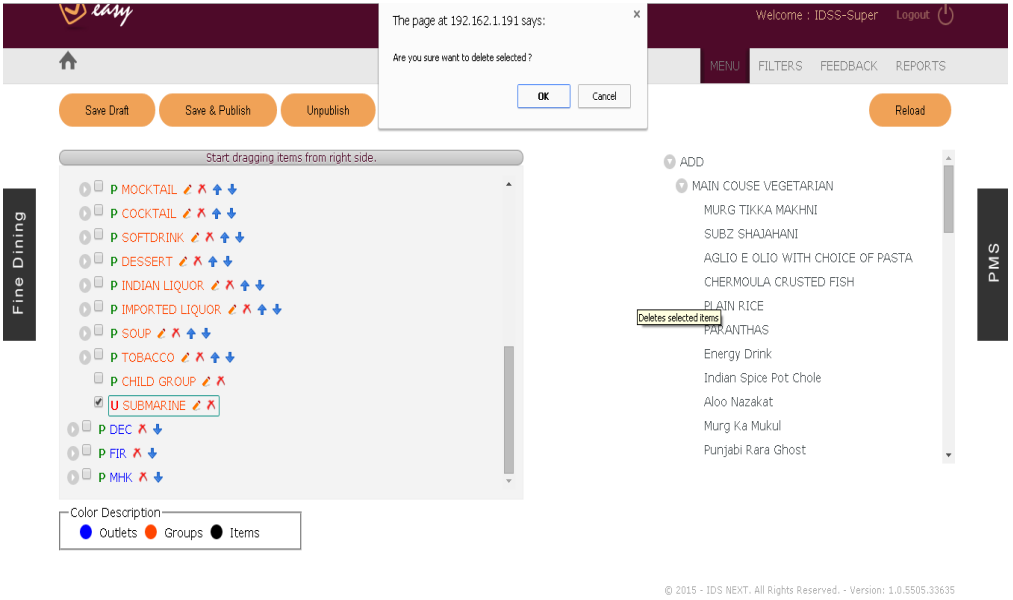


To unpublish a group, select the group check box and click the **Unpublish** button. A pop up window appears asking for confirmation to unpublish the selected group. Click **OK** to unpublish the selected group.



Note:
The unpublished group can be saved as a draft using **Save Draft** option. Here, the group shall remain unpublished but it will be saved in the database.

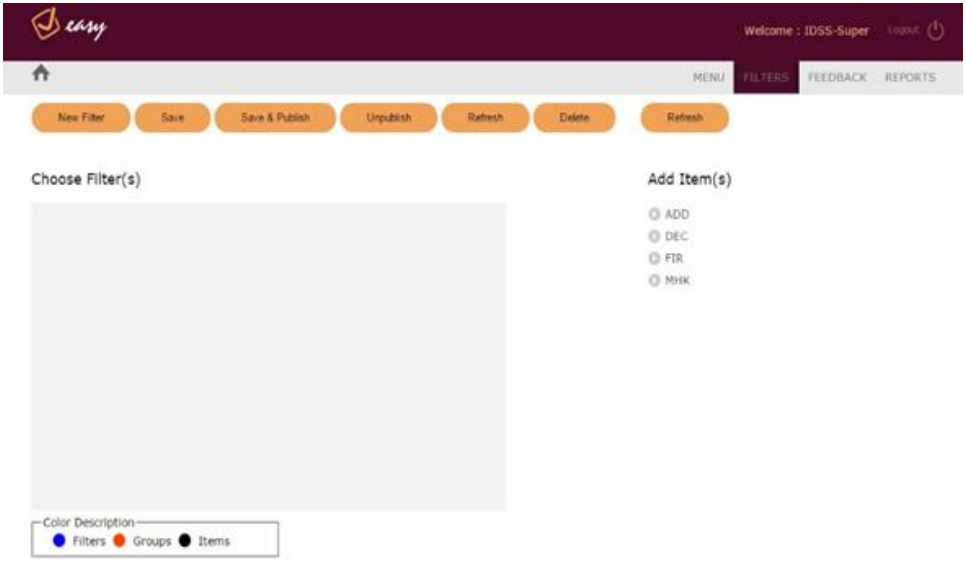
To delete a group, select the check box of a group and click the **Delete** button.
A pop up window appears asking for confirmation to delete the selected group.
Click **OK** to delete the selected group.



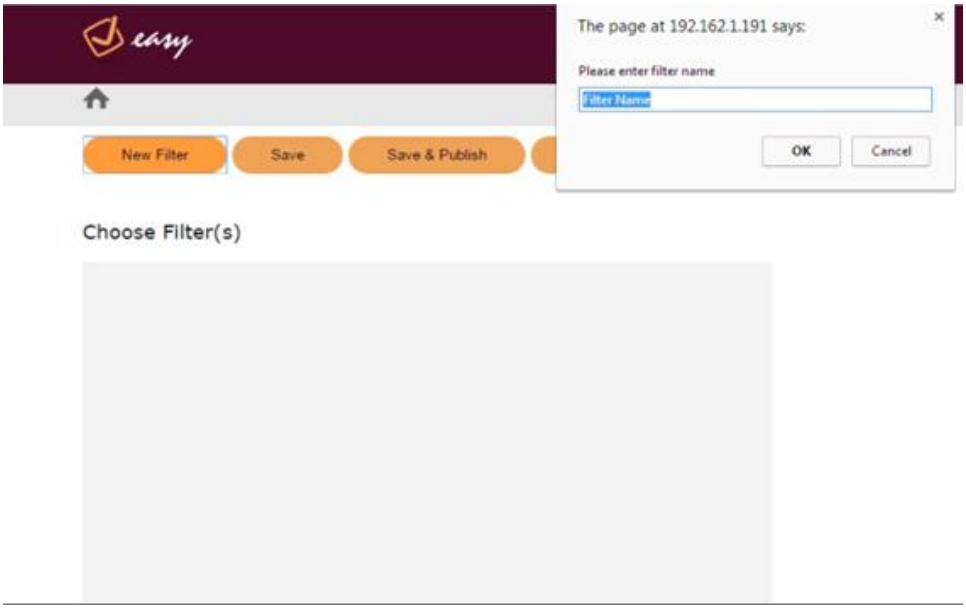
Note:
The delete option can also be used for Outlet, Group, and Item options.

Filters

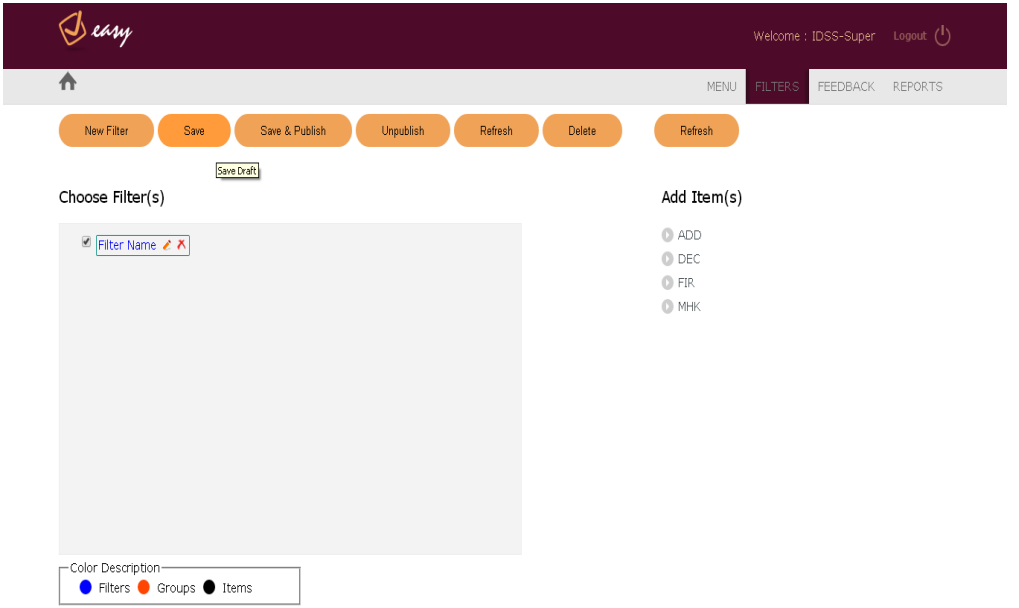
Click the Filters option in the menu bar to view the following screen.



To create a filter, click the **New Filter** button.
A pop up window appears as shown below.
Enter the desired filter name.
Click the **OK** button.
You can see the confirmation message that a new filter is added in the Choose Filter(s) screen.

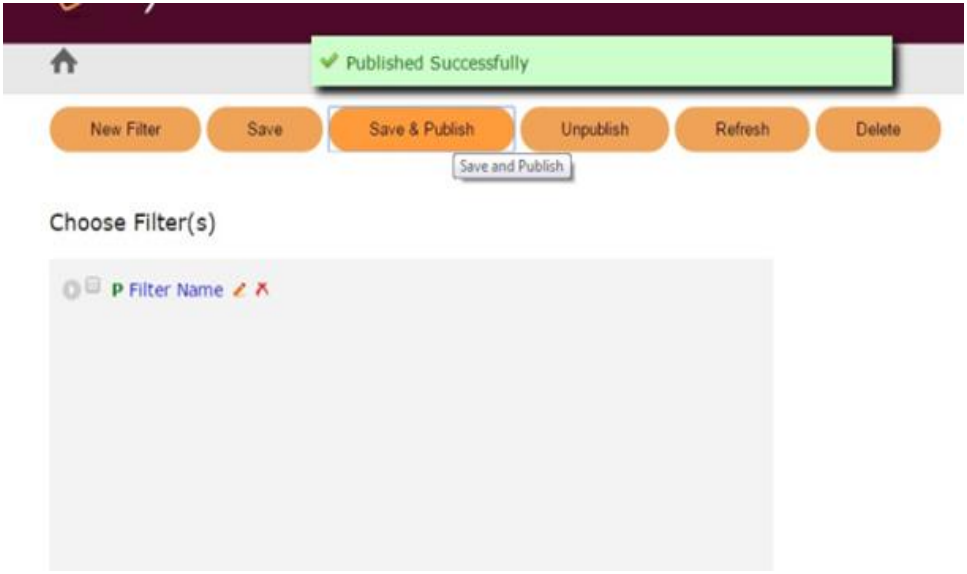


To save the new filter, select the check box and click the **Save** button as shown in the figure below.

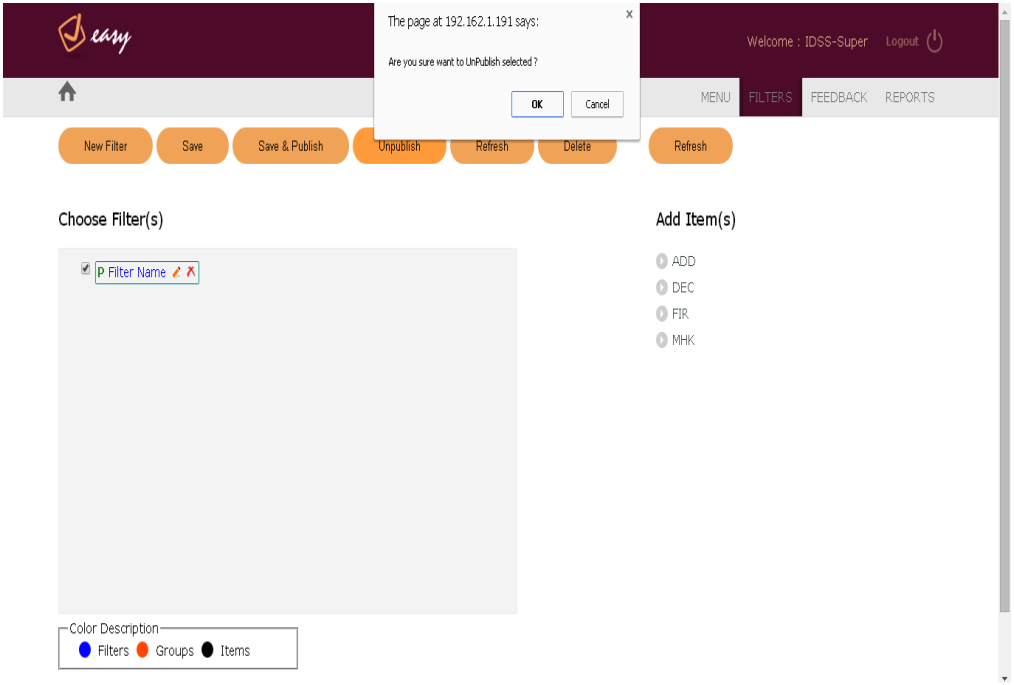


Note:
The filter will be saved as an unpublished filter.

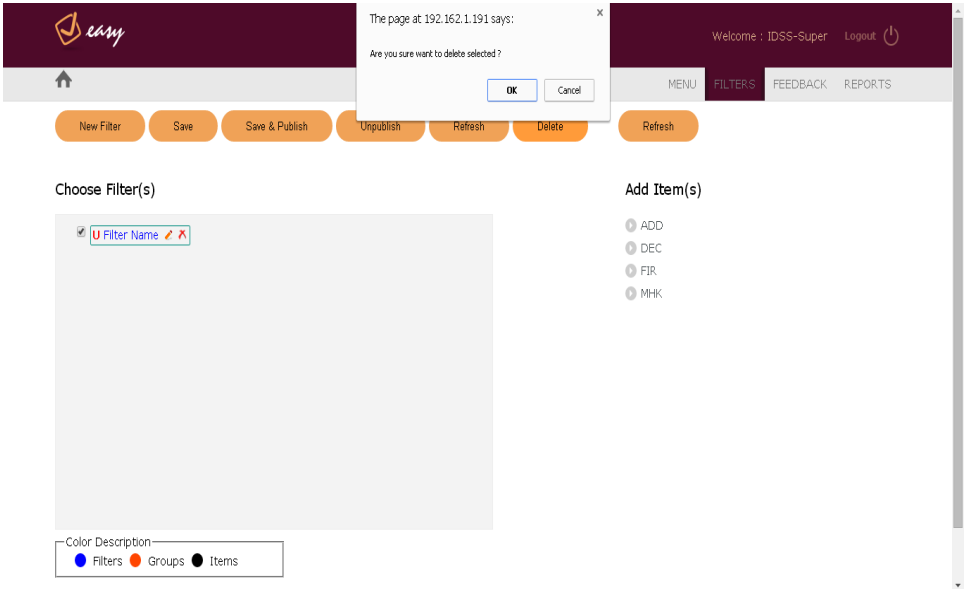
To publish the new filter, select the check box of the unpublished filter and click the **Save & Publish** button to view the following screen.



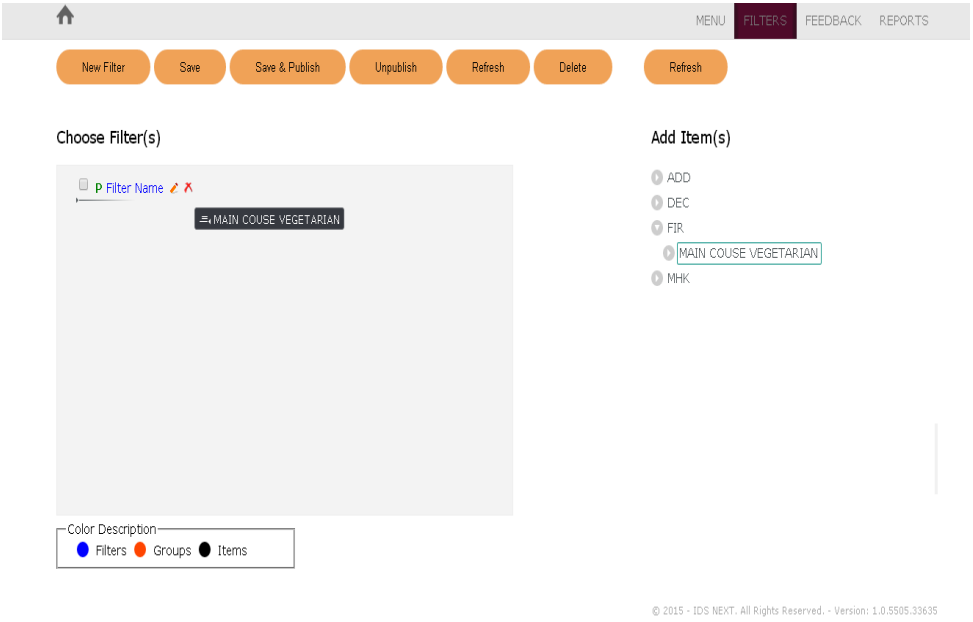
To unpublish the new filter, select the check box of the published filter and click the **Unpublish** button.
A pop up window appears asking for confirmation to unpublish the selected filter.
Click **OK** to unpublish the selected filter.



To delete a filter, select the check box of a filter and click the **Delete** button.
A pop up window appears asking for confirmation to delete the selected filter.
Click **OK** to delete the selected filter.



You can drag and drop a single item or a complete menu group under one filter. The same is shown in the figure below.

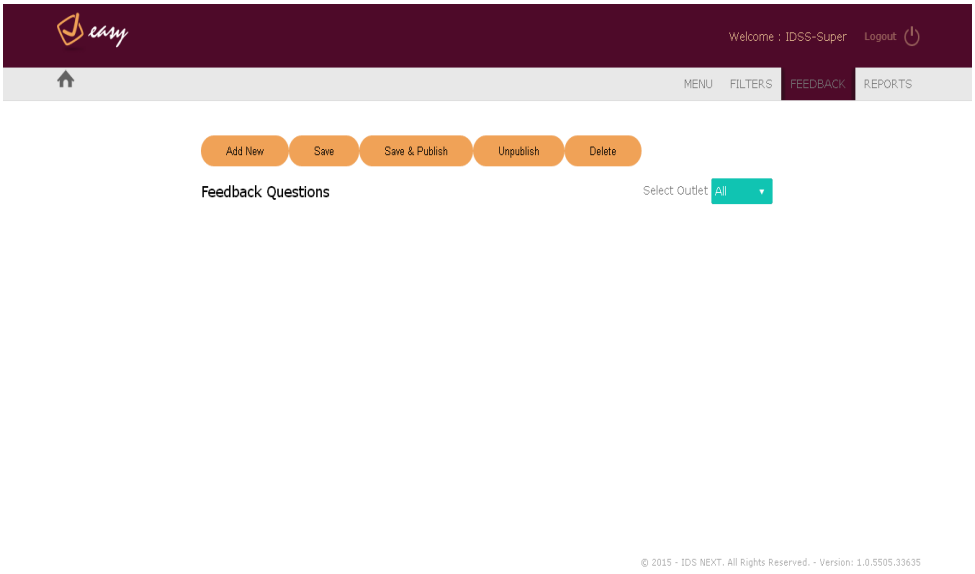


Note:
You can drag menu groups from different outlets under one filter.

If the menu group has a filter, then an icon ( ) is displayed in the app screen.

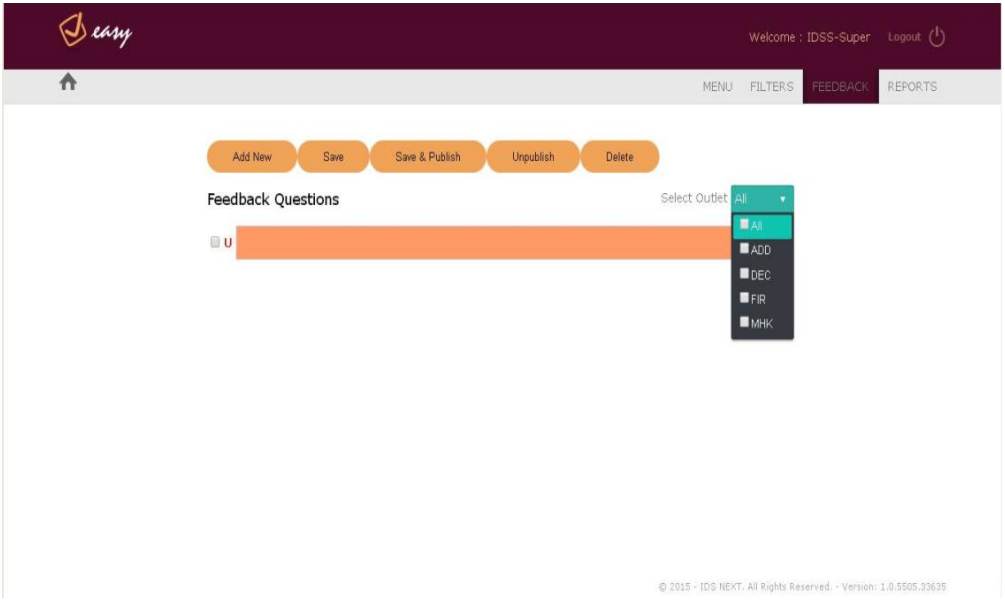
Feedback

Click the Feedback option in the menu bar to view the following screen.

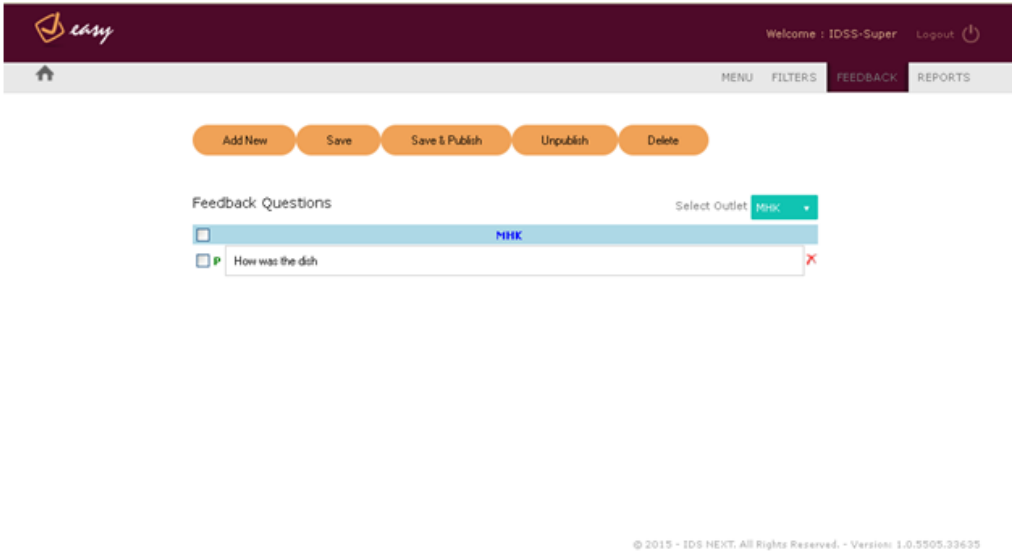


Note:
You can add feedback questions either to individual outlets or to all the outlets.

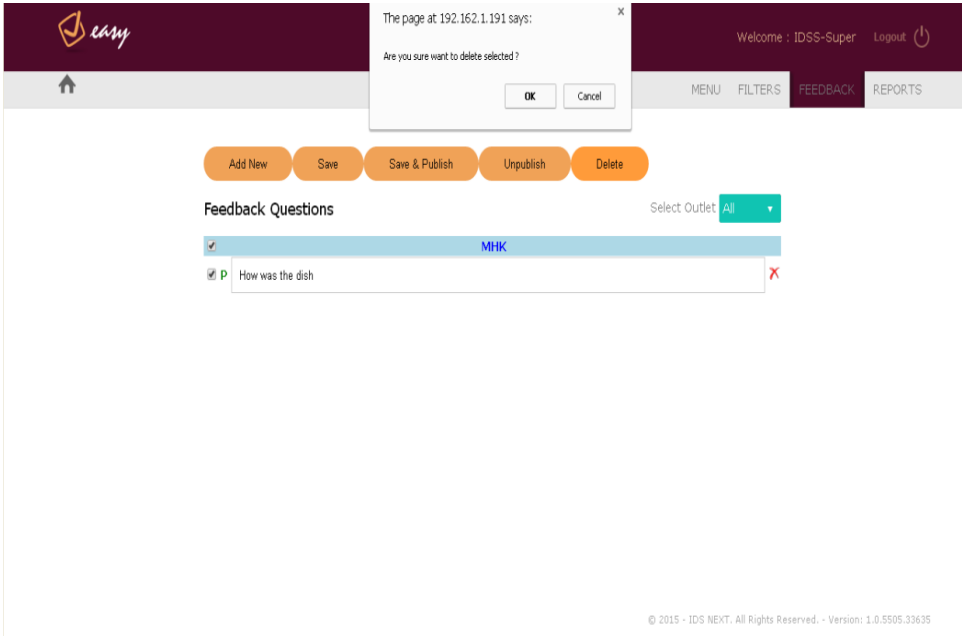
Select the required check box from the **Select Outlet** drop down. (Click the **ALL** check box to select all the outlets or select any one outlet from the drop down list).
Click the **Add New** button to enter a new feedback question.
The same is shown in the figure below.



Enter the new feedback question for the outlet(s).
Select the check box of the new question and click **Save & Publish** to update it.

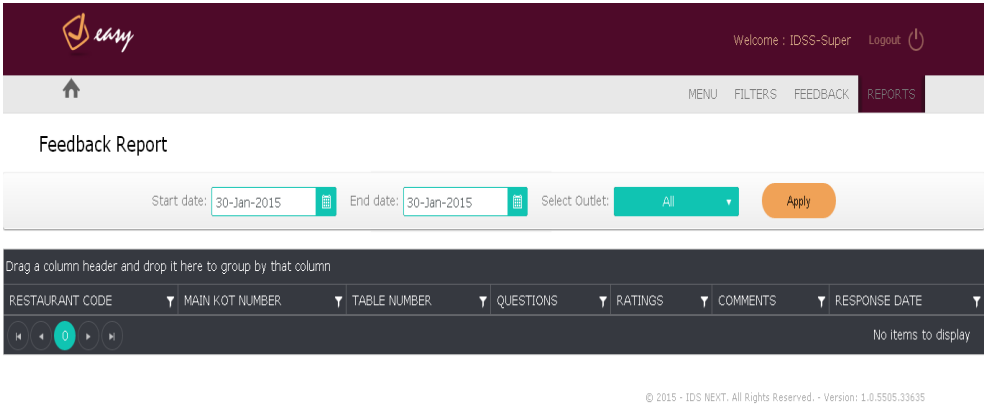


To delete the feedback question, select the check box of the question and click the **Delete** button.
A pop up window appears asking for confirmation to delete the selected question.
Click **OK** to delete the same.

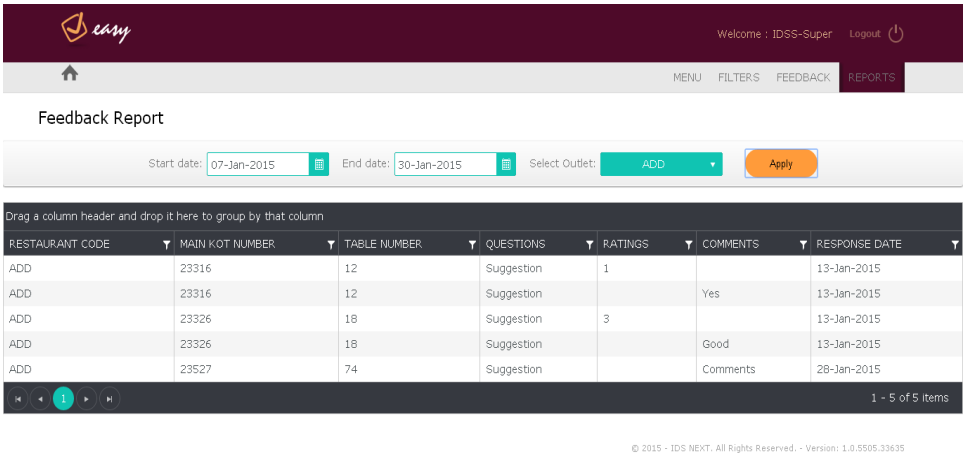


Reports

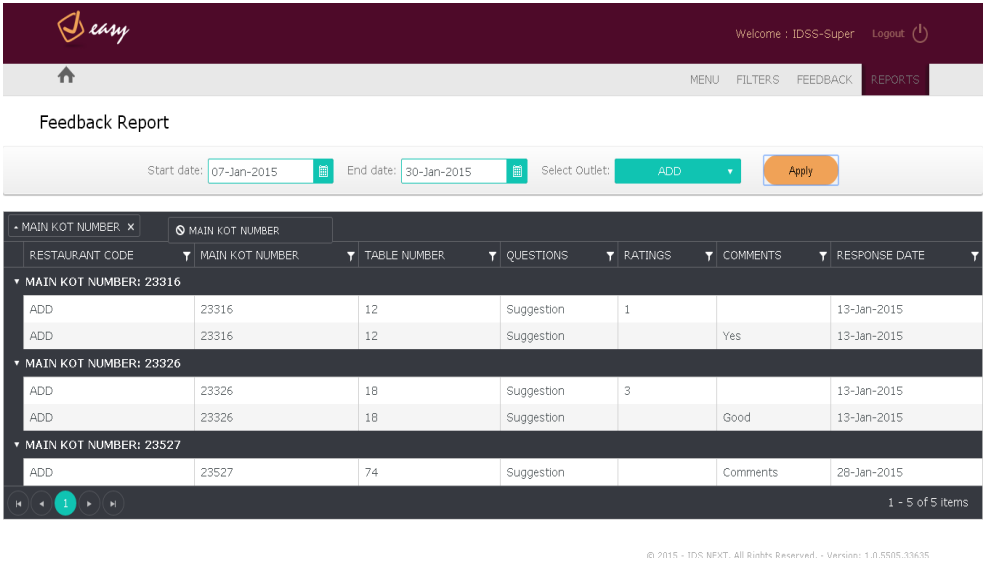
The suggestions provided in the Feedback option can be found in the Reports page.
Click the **Reports** option in the menu bar to view the following screen.



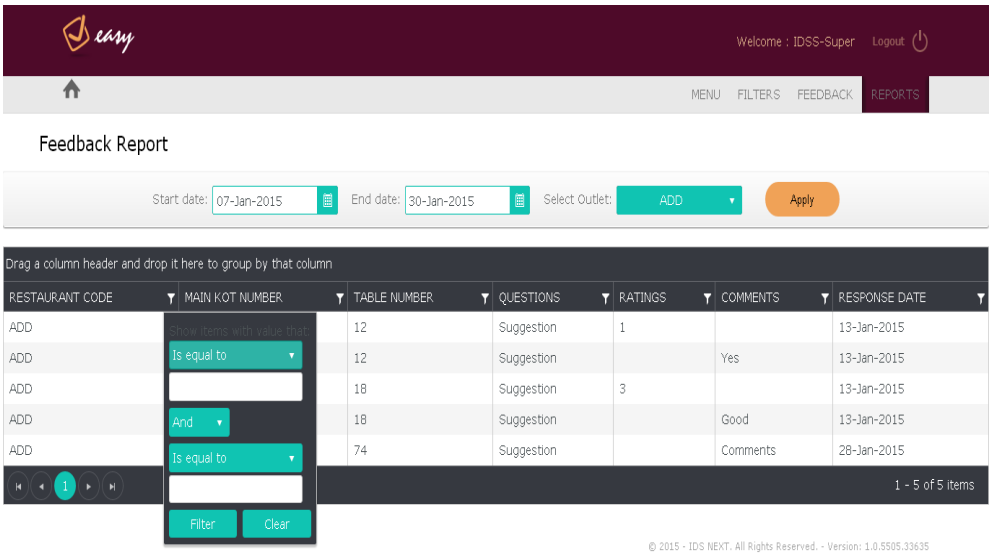
Enter the **Start date** and the **End date** (Do not enter a future date in the End date option).
Select the required outlet from the **Select outlet** drop down.
Click **Apply** to view the feedback report.



To create a report based on group filter (Restaurant Code, Table Number, and so on), drag a column header and drop it above the existing column header as shown in the figure below.



Click the button next to the group name to view the pop up window as shown below.
Enter the required details and click the **Filter** button to update the same.



Logout

Click the

option on the home screen to exit from the Easy Dine Admin module as shown below.

Note:

To Login again, click the **Re-Login** button and you will be directed to the Administrator Login screen.